

GRADUATE APPLICATION CHECKLIST

It is the applicant's responsibility to read carefully the items below and to ensure that each part of the application is completed no later than the application deadline. **Please note the application deadline date: December 1, 2008.** Supportive items (letters of recommendation, transcripts, GRE scores) need to be submitted online or postmarked no later than December 1, 2008.

_____ Complete the online application by going to <http://www.grad.berkeley.edu/prospective/> and clicking on "Graduate Application". **The Department of Psychology strongly encourages applicants to apply online.**

_____ In the Proposed Degree Program section, be sure to indicate **Psychology** as your proposed department and enter the area of emphasis (Behavioral Neuroscience; Change, Plasticity, and Development; Clinical Science; Cognition, Brain, and Behavior; Social/Personality). An applicant may apply to only **one** area of emphasis.

_____ For Faculty Interest in the Academic Interests section, be sure to **indicate the Psychology faculty member(s) whose research is of particular interest to you.**

_____ In the **Grade Point Average (GPA)** section, if you are an applicant with a bachelor degree from a U.S. university or college, calculate the four requested undergraduate grade point averages (GPA), namely (1) the cumulative GPA, (2) GPA for courses completed after the first two years, (3) GPA for upper division courses, and (4) GPA for your major. If you have completed graduate courses, calculate the cumulative grade point average for the graduate courses. If you did not receive your bachelor degree from a U.S. university, do not calculate the undergraduate GPAs.

_____ U.S. Citizens and Permanent Residents complete the **Domestic Fellowship** section to be considered for any fellowship from the Graduate Division. International students complete the **International Fellowship** section to be considered for any fellowship from the Graduate Division.

_____ Complete the **Statement of Purpose**. The statement of purpose is a very important part of your application. It is usually about 1.5 to 2 pages in length, single-spaced, typed. Please describe in your statement of purpose:

1. Your interest area in psychology; past research work and research interests for the future. You can include relevant coursework or reading, as they helped to generate your interests.
2. Applied work experience: volunteer or paid work experience in a mental health or human service agency. (*Clinical Science applicants only*)
3. Reasons for applying to Berkeley's program. List faculty member(s) with whom you wish to work.
4. Plans for your future profession.

_____ Complete the **Personal History Statement**. The personal history statement is also a very important part of your application. In your personal history statement, discuss how your personal background informs your decision to pursue a graduate degree. Please include any educational, familial, cultural, economic or social experiences, challenges, or opportunities relevant to your academic journey; how you might contribute to social or cultural diversity within your chosen field; and/or how you might serve educationally underrepresented segments of society with your degree.

_____ Submit **two official transcripts** from each college level institution attended after high school. The transcripts need to be in sealed envelopes from the registrar. Transcripts stamped “issued to student” are acceptable, as long as they bear the official stamp and seal of the registrar. International applicants need to submit two official records of degree if the transcripts do not include the date the degree was awarded.

_____ **Three letters of recommendation** are required. Request that each recommender submit the letter of recommendation through the online letter of recommendation system. If any recommender will not submit the letter through the campus online system, request for that recommender to send the letter in a sealed envelope with the recommender’s signature across the seal. Mailed letters are to be sent directly to the Department of Psychology (address below). For mailed letters, we prefer that the recommender complete and attach the letter of recommendation form (Form G) to the letter; however, this form is not required.

_____ The **GRE General Test** is required. Request official GRE scores for the General Test be sent to the Department of Psychology. Our institution code is 4833. Our department code is 2016. The Department recommends that the GRE General Test be taken no later than October 31, 2008 so official scores are received before the review of applications begins

_____ Each applicant, who has received the basic or first degree from a university or college not in the United States, must submit **official TOEFL scores** in addition to official GRE scores. An applicant, who has completed one year of full-time study at a U.S. university or college **and** earned an average grade of B- or higher, is exempt from this requirement. The minimum score is 570 for the paper-based test. The minimum score is 230 for the computer-based test. The minimum score is 68 for the Internet-based test. Our institution code is 4833. Tests taken before June 2007 will not be accepted even if your score was reported to Berkeley. The Department recommends the TOEFL be taken no later than October 31, 2008 so official scores are received before the review of applications begins

ALL APPLICATION MATERIALS NOT SUBMITTED ONLINE NEED TO BE SENT TO:

**University of California, Berkeley
Graduate Admissions
Department of Psychology
3210 Tolman Hall #1652
Berkeley, CA 94720-1652
U.S.A.**